

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Sixth Town Council of Highland
Monday, July 26, 2010**

The regular study session of the Twenty-Sixth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, July 26, 2010** at the regular time of 7:00 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Dan Vassar, Brian Novak, and Konnie Kuiper were present. Mark A. Herak was absent owing to business related travel. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Others present: Peter Hohnicki, Metropolitan Police Chief; and Kenneth Balon, Support Services Administrator were also present.

General Substance of Matters Discussed

1. The Town Council and the Clerk-Treasurer discussed the Clerk-Treasurer's due diligence findings related to the proposal of the Metropolitan Police Chief to establish a new full-time position that combined the separate positions or tasks of Records Clerk and Radio Dispatcher. The full-time records clerk presently earns an hourly rate of \$12.30. The dispatcher has three graduated rates, based upon tenure which run from a starting rate of \$13.01, a six month rate of \$14.39 and a year or more service rate of \$17.45.

The Clerk-Treasurer advised that there was no administrative barrier for the creation of the position. The Clerk-Treasurer presented the only remaining concerns:

- (A) The current payroll software does not support a single position with two pay rates. The Clerk-Treasurer noted that it may mean for a time that the payroll may need to be calculated manually particularly if there is overtime worked.
- (B) The clerk-treasurer represented that for budgetary control, it would be desirable to fix the amount of days scheduled at the post of Dispatcher at perhaps no more than 3. During discussion it was suggested that the Chief may need flexibility in the event of an unexpected call off or emergency. Language would be drafted in the ordinance authorizing the position that would allow for this flexibility but offer budgetary guidance at 3 days at dispatcher and 2 days at records clerk.
- (C) The clerk-treasurer inquired whether or not with the creation of the flexible position, there would be corresponding changes to the full-time authorization for the positions of Records clerk, which has a current full-time authorization of three (3) and in the position of Dispatching Clerk, which has a current full-time authorization of 5. It was noted that both positions would be reduced by one.

It was noted that the position could be authorized by amendment at the plenary business meeting of August 2, 2010. The Town Council expressed consensus that an amending, authorizing ordinance should be prepared for the Town Meeting of August 2.

2. The Clerk-Treasurer discussed the proposed timetable for publications and hearings for the FY 2011 budget. The Clerk-Treasurer indicated that he desired to schedule the pre-adoption hearing at the regularly scheduled plenary meeting in October. The Clerk-Treasurer then noted that that if keeping the budget hearing schedules to correspond to the standing plenary meetings was desirable, the adoption hearing would then be November 1. It was noted that this meeting was the night before the General Election and it was a scheduling challenge for

Councilor Novak, who had particular duties related to his position as a party chair. It was suggested that Friday October 29, 2010 be the scheduled date for the adoption hearing. The Clerk-Treasurer indicated that this date would work fine.

There being no further business to be discussed by the Town Council, the regular study session of the Town Council, of **Monday, July 26, 2010**, was adjourned 7:20 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA
Clerk-Treasurer